FY 2007 NIMS Training Guidelines

<u>**Overview**</u>

Training is one of the important elements that State, Territorial, Tribal, and Local entities must complete during the FY 2007 (October 1, 2006 – September 30, 2007) to become fully compliant with the NIMS. Jurisdictions will be required to meet the FY 2007 NIMS implementation requirements as a condition of receiving federal preparedness funding assistance in FY 2008.

It is important to recognize that NIMS implementation will not end in FY 2007. The NIMS is a dynamic system, and the doctrine as well as the implementation requirements will continue to evolve as our prevention, preparedness, response, and recovery capabilities improve and our homeland security landscape changes. It is critical NIMS baseline training becomes an integral part of the organization's training program. Organizational changes as a result of new hires, promotions or mission changes amplify this training requirement. Additionally NIMS processes will still have to be exercised in future years.

The successful implementation of the NIMS depends on the participation and integration of all State, Territorial, Local, Tribal entities and community-based organizations, including public, non-governmental, and private organizations that have a role in preventing, preparing for, responding to, or recovering from an incident. States, Territories, Tribal entities and Local jurisdictions should therefore consider and include appropriate organizations in their NIMS implementation efforts, including private sector emergency medical and hospital providers, transportation systems, utilities, and special facilities such as industrial plants, nuclear power plants, factories, military facilities, stadiums and arenas. Moreover, full NIMS implementation is a dynamic and multi-year phase-in process with important linkages to the National Response Plan (NRP), the Homeland Security Presidential Directive (HSPD) – 8 (i.e. the "National Preparedness Goal") and the National Infrastructure Protection Plan (NIPP). Future refinement to the NIMS will evolve as policy and technical issues are further developed and clarified at the national level. This may well result in additional requirements being issued by the NIMS Implementation Center (NIC) as to what will constitute continuous full NIMS implementation in FY 2008 and beyond.

<u>**IS-700 NIMS: An Introduction**</u>

All personnel with a direct role in emergency preparedness, incident management or response must complete this training. IS-700 NIMS: An Introduction is a Web-based awareness level course that explains NIMS components, concepts and principles. Although it is designed to be taken online as an interactive Web-course, course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained by calling the EMI Independent Study Office at (301) 447-1256 or ordered online at: http://www.training.fema.gov/EMIWeb/IS/ansreq.asp
To obtain the IS700 course materials or take the course online:
http://training.fema.gov/emiweb/IS/is700.asp

Who should take IS-700 in FY 2007? As stated above all personnel with a direct role in emergency preparedness, incident management or response must complete the training. Included below are additional guidelines to assist you in determining the type of individual by position who should take the IS-700 training.

Executive Level – Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel*; senior emergency managers; and Emergency Operations Center Command or General Staff.

Managerial Level – Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; mid-level Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and other emergency management/response personnel who require a higher level of ICS/NIMS Training.

Responder Level – Emergency response providers and disaster workers, entry level to managerial level including Emergency Medical Service personnel; firefighters; medical personnel; police officers; public health personnel; public works/utility personnel; and other emergency management response personnel.

Note: Multi-agency Coordination System personnel include those persons who are charged with coordinating and supporting incident management activities. These emergency management personnel typically may function from an emergency operations center or similar facility.

IS-800a NRP: An Introduction

All Federal, State, Territorial, Tribal entities and Local emergency managers or personnel whose primary responsibility is emergency management must complete this training. IS-800a National Response Plan (NRP): An Introduction is a Web-based awareness level course that introduces the key elements of the National Response Plan so that its implementation can be supported at all levels of government. The following topics are covered in this training:

- National Response Plan Overview (and correlation to NIMS)
- Roles and Responsibilities of Federal, State, Local, and Tribal governments, and private sector organizations
- Coordinating structures in the field and at the regional and national levels
- Field-level organizations and teams that support an incident
- Incident management actions, including notification and assessment, activation, deployment, and demobilization

The course is designed to be taken online. However, course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained by calling the EMI Independent Study Office at (301) 447-1256 or ordered online at: http://www.training.fema.gov/EMIWeb/IS/ansreq.asp

To obtain the IS-800a course materials or take the course online go to http://training.fema.gov/emiweb/IS/is800.asp

Who should take IS-800a in FY 2007? As stated above all Federal, State, Territorial, Tribal, and Local emergency managers or personnel whose primary responsibility is emergency management must complete this training. Included below, there are additional guidelines to assist you in determining the type of individual by position who should take the IS-800a training.

Federal Level – Officials in Federal government departments and agencies with emergency management responsibilities under the NRP.

State/Territorial Level – Officials in State and Territorial governments with emergency management responsibilities to include personnel from State and Territorial emergency management agencies and from agencies who support and interact with the 15 Emergency Support Functions (ESF) in the NRP.

Tribal/Local Level – Officials in Tribal entities and Local jurisdictions with overall emergency management responsibilities as dictated by law or ordinance; those officials with overall emergency management responsibilities through delegation; and those officials primarily involved in emergency planning.

ICS-100 Introduction to ICS

ICS-200 Basic ICS

*All Federal, State, Territorial, Tribal entities, private sector and non-governmental personnel at the entry level, first line supervisor level, mid-level management, and command and general staff level of emergency management operations must complete **ICS-100** level training.*

*All Federal, State, Territorial, Tribal entities, private sector and non-governmental personnel at the first-line supervisor level, mid-level management, and command and general staff level of emergency management operations must complete **ICS-200** level training.*

(See NIMS Training Guidelines page end of this section for additional detail)

Training developed and conducted by Federal, State, Local, and Tribal entities as well as private training vendors at the **ICS-100** level must include at a minimum the following topical areas along with the specific objectives noted.

- *Purpose of ICS* to include the following objectives: Identify requirements to use ICS; Identify three purposes of ICS; and Identify common incident tasks

- *Basic Features of ICS* to include the following objectives: Describe the basic features of ICS

- *Incident Commander and Command Staff Functions* to include the following objectives: Describe the role and function of the Incident Commander; and Describe the role and function of the Command Staff.

- *General Staff Functions* to include the following objectives: Describe the role and function of the Operations Section; Describe the role and function of the Planning Section; Describe the role and function of the Logistics Section; and Describe the role and function of the Finance/Administration Section.

- *Facilities* to include the following objectives: Describe the six basic ICS facilities; Identify facilities that may be located together; and Identify facility map symbols.

- *Common Responsibilities* to include the following objectives: Describe common mobilization responsibilities; Describe common responsibilities at an incident; List individual accountability responsibilities; and Describe common demobilization responsibilities.

Training developed and conducted by Federal, State, Local, and Tribal entities as well as private training vendors at the **ICS-200** level must include at a minimum the following topical areas along with the specific objectives noted.

- *Leadership and Management* to include the following objectives: Describe chain of command and formal communication relationships; Identify common leadership responsibilities; Describe span of control and modular development; and Describe the use of position titles.

- *Delegation of Authority and Management by Objectives* to include the following objectives: Describe scope of authority; Describe delegation of authority process; and Describe and explain management by objectives.

- *Functional Areas and Positions* to include the following objectives: Identify the ICS tools to manage an incident; Demonstrate the function of organizational positions within ICS; and Demonstrate the use of an ICS 201 form.

- *Briefings* to include the following objectives: Give an Operational Briefing; and Describe components of field, staff and section briefings/meetings.

- *Organizational Flexibility* to include the following objectives: Explain how the modular organization expands and contracts; Given a scenario, complete a complexity analysis; Define the five types of incidents; and Describe the importance of preparedness plans and agreements.

- *Transfer of Command* to include the following objectives: List the essential elements of information involved in transfer of command; and Describe the process of a transfer of command.

The NIMS Integration Center recognizes that many operational aspects of NIMS, including ICS training, are available through State, Local, and Tribal entities and private training vendors. It is not necessary that the training requirements be met through a Federal source. *The NIMS National Standard Curriculum Training Development Guidance (October, 2006)* document provides stakeholders with an evaluation checklist for training content, which may be used to ensure that the ICS training offered by other agencies or vendors meets the standard "as taught by DHS." **Click here** to access the NIMS National Standard Curriculum Training Development Guidance (October, 2006) or contact the NIC by telephone at: (202) 646-3805 or by e-mail at: NIMS-Integration-Center@dhs.gov.

Emergency management/response personnel who have already been trained in ICS do not need retraining if their pervious training is consistent with DHS standards (to include ICS courses managed, administered, or delivered by the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environment Protection Agency, and the U.S. Coast

Guard.) If it has been five or more years since training has been completed, then individuals should retake the ICS-100 and ICS-200 courses.

Who should take ICS-100 and ICS-200 in FY 2007? As stated above all Federal, State, Territorial, Tribal entities, private sector and non-governmental personnel at the entry level, first-line supervisor level, middle management level, and command and general staff level of emergency management operations must complete **ICS-100** level training. All Federal, State, Territorial, Tribal entities, private sector and non-governmental personnel at the first line supervisor level, middle management level, and command and general staff level of emergency management operations must complete **ICS-200** level training.

ICS-300 Intermediate ICS

ICS-400 Advanced ICS

All Federal, State, Territorial, Tribal, private section and non-government personnel at the mid-level management (ICS supervisory) level must complete the **ICS-300** level training.

All Federal, State, Territorial, Tribal and non-government personnel at the Command and General Staff level must complete **ICS-300 and ICS-400.**

(See NIMS Training Guidelines page at the end of this section for additional guidance)

Training developed and conducted by State and Tribal entities as well as private training vendors at the **ICS-300 level** must include at a minimum, the following topical areas.

- ICS Staffing and organization to include: reporting and working relationships and information flow.
- Transfer of Command
- Unified Command functions in a multi-jurisdictional or multi-agency incident
- ICS forms
- Resource Management
- Interagency mission planning and procurement

Training developed and conducted by State and Tribal entities as well as private training vendors at the **ICS-400 level** must include at a minimum, the following topical areas.

- Command and General Staff
- Deputies and assistants
- Unified command
- Organizational relationships between Area Command, Unified Command, Multi Entity Coordination Systems, and Emergency Operations centers (EOCs)

The following page contains additional guidelines to assist you in determining the type of individual by position or function that should take the ICS-100, ICS-200, ICS-300 and ICS-400 training.

NIMS Training Guidelines

Audience	Required Training
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: *Entry level first responders & disaster workers* • Emergency Medical Service personnel • Firefighters • Hospital staff • Law Enforcement personnel • Public Health personnel • Public Works/Utility personnel • Skilled Support Personnel • Other emergency management response, support, volunteer personnel at all levels	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: *First line supervisors*, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.	• FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: *Mid-level management* including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800a: National Response Plan (NRP), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: *Command and general staff*, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800a: National Response Plan (NRP), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent • ICS-400: Advanced ICS or equivalent

* Additional IS-800a Guidelines are provided earlier in this document

ICS Equivalent Training: ICS-100, 200, 300, and 400 level training equivalencies can be met by following the guidance outlined in the *NIMS National Standard Curriculum*

Current: September 11, 2006

Training Development Guidance (October, 2006). As previously stated, it is not necessary that the training requirements be met through a federal source. ICS training developed by state, Local, and Tribal entities and private training vendors can "qualify" as NIMS compliant training if the training meets or exceeds the ICS objectives outlined in the *NIMS National Standard Curriculum Training Development Guidance (October, 2006)* and is adopted for use by the sponsoring training organization (i.e. State Emergency Management Agency, State Fire Training Academy, etc).

Note: Multi-agency Coordination System personnel include those persons who are charged with coordinating and supporting incident management activities. These emergency management personnel typically may function from an emergency operations center or similar facility.

ICS-100 & 200 Available Training

The Department of Homeland Security (DHS) through the United States Fire Administration (USFA) and the Emergency Management Institute (EMI) in conjunction with the National Wildfire Coordinating Group (NWCG) and the United States Department of Agriculture (USDA) has developed ICS-100 and 200 training. These courses are consistent with the *NIMS National Standard Curriculum Training Development Guidance (October, 2006)* and therefore meet the FY 2007 training compliance activities outlined by the NIMS Integration Center.

The *United State Fire Administration (USFA)*, through its National Fire Programs Office has the following web-based courses available at the ICS-100 and ICS-200 levels. The courses can be accessed at the following website:
http://www.usfa.fema.gov/training/nfa/independent/

ICS Level	Course Code	Course Title
ICS-100	Q462	Introduction to NIMS ICS for Operational First Responders
ICS-200	Q463	Basic All-Hazards NIMS ICS for Operational First Responders

USFA also offers two direct delivery field courses, ICS for Fire Services (W/F-806) and ICS for Emergency Medical Services (W/F-163), which are equivalent to ICS-100 & ICS-200. These courses are offered regionally by States and at the National Emergency Training Center in Emmitsburg, Maryland on weekends.

The Emergency Management Institute has several ICS-100 and ICS-200 level courses that can be taken online as interactive Web-courses. These course materials may also be downloaded and used in a group or classroom setting. Answer sheets may be obtained by

calling the EMI Independent Study Office at (301) 447-1256 or ordered online at:
http://www.training.fema.gov/EMIWeb/IS/ansreq.asp

To complete the courses or download the course materials, go to
http://training.fema.gov/emiweb/IS/crslist.asp

Course	Course Code	Status Web-Based	Status Classroom
ICS-100 General	IS-100	Completed on Web	Downloadable – no video
ICS-100 Law Enforcement	IS-100.LE	Completed on Web	Downloadable Guide
ICS-100 Public Works	IS-100.PW	Completed on Web	Downloadable Guide
ICS-100 Public Health	IS-100.PH	Under Development	Down loadable Guide
ICS-100 Hospital	IS-100.H	Under Development	Downloadable Guide
ICS-100 Federal Worker	IS-100.FW	Completed on Web	Downloadable
ICS-200 General	IS-200	Completed on Web	Downloadable – no video
ICS-200 Law Enforcement	IS-200.LE	Under Development	Downloadable Guide
ICS-200 Public Works	IS-200.PW	Under Development	Downloadable Guide
ICS-200 Public Health	IS-200.PH	Under Development	Downloadable Guide
ICS-200 Hospital	IS-200.H	Under Development	Downloadable Guide
ICS-200 Federal Worker	IS-200.FW	Completed on Web	Downloadable

When available, classroom materials for ICS-100 and ICS-200 courses can be
downloaded from the website. Downloadable materials contain guides for teaching
discipline-specific versions of the programs (i.e. law enforcement, public works, etc).
Due to the size of the documents, only the text materials can be downloaded. Video
contained in the materials can be obtained through the FEMA Publications Office. FEMA
will post information about these courses at: http://www.training.fema.gov/emiweb/

ICS-300 and 400 course materials are State-administered programs and are coded as G-
300 and G-400. For additional information on these courses, please contact your state
emergency management agency. In FY 2007, EMI will offer train-the-trainer courses for
these programs across the country.